

## Practical information

### Conference venue

#### Hall of Knights

Binnenhof 8-14  
NL - 2513 AA Den Haag  
The Netherlands

Access to the conference venue is through the entrance Binnenhof 11A. Guests with disabilities are kindly requested to contact the organisation regarding an limited accessibility of the session venue.

### Hotels

On the registration website you will find the registration link to the hotel of your choice. Participants are invited to book their hotel rooms as soon as possible. The deadline for hotel booking is **January 15, 2016**. After this date rooms can only be booked according to their availability. Rooms will be assigned on a first come first serve basis. Hotel rooms have been pre-booked in the following recommended hotels:

#### Hotel Novotel Den Haag City \*\*\*\*

Walking distance to the conference venue: 2 minutes

<http://www.novotel.com/nl/hotel-1180-novotel-den-haag-city-centre/index.shtml>

Hofweg 5-7  
2511 AA Den Haag  
Phone +31 (0) 70 2039003  
Fax +31 (0) 70 3562889  
Email [groupsdenhaag@accor.com](mailto:groupsdenhaag@accor.com)

Price per room per night including breakfast & VAT	EUR	119,00
City tax per person per night	EUR	4,60
WIFI included		

### **Hotel Suite Novotel \*\*\*\***

Walking distance to the conference venue: 5 minutes

<http://www.accorhotels.com/nl/hotel-7320-suite-novotel-den-haag-city-centre/index.shtml>

Grote Marktstraat 46  
2511 BJ Den Haag  
Phone +31 (0) 70 8505180  
Fax +31 (0) 70 8505199  
Email [groupsdenhaag@accor.com](mailto:groupsdenhaag@accor.com)

Price per room per night including breakfast & VAT	EUR	119,00
City tax per person per night	EUR	4,60
WIFI included		

### **Hotel Hilton \*\*\*\*\***

Distance to the conference venue: walking 12 minutes, by bus (provided by the organization) 5 minutes

<http://www3.hilton.com/en/hotels/netherlands/hilton-the-hague-AMSHHHI/index.html>

Zeestraat 35  
2518 AA Den Haag  
Phone +31 (0) 70 7107000  
Fax +31 (0) 70 7107080  
Email [erik.souren@hilton.com](mailto:erik.souren@hilton.com)

Price per room per night including breakfast & VAT	EUR	129,00
City tax per person per night	EUR	5,75
WIFI included		

## **Transportation**

Participants are kindly requested to make their own arrangements for transportation from and to the airport.

Hotel Novotel Den Haag City & Suite hotel Den Haag are within walking distance of the conference venue Hall of Knights. Transport will be provided between the Hilton hotel to the conference venue Hall of Knights v.v.

Transport will only be provided from the recommended hotels to the social events v.v.

### Arrival & Departure

Schiphol Airport (Amsterdam) is located 45 km or a 35-40 minute drive from The Hague city centre, depending on traffic. For more information about the Schiphol Airport visit: [http://www.schiphol.nl/index\\_en.html](http://www.schiphol.nl/index_en.html)

From Amsterdam Schiphol Airport there is a direct train connection to The Hague; this will take approximately 30 minutes and costs EUR 10 one way. Tickets can be purchased online or at the train station. There are a number of train stations in The Hague, but you are advised to arrive at Den Haag Centraal Station to give you the quickest access to the conference hotels. Please refer to the Netherlands Railways (NS) website for more information: [www.ns.nl/en](http://www.ns.nl/en)

Rotterdam/The Hague Airport is located 25 km or a 20-25 minute drive from The Hague city centre, depending on traffic. For more information about Rotterdam/The Hague Airport, please visit: <http://www.rotterdamthehagueairport.nl/en/>

### Taxi

A taxi from Amsterdam Schiphol Airport to The Hague takes approximately 35-40 minutes and costs around EUR 80-100 one way. A taxi rank is located outside the airport.

A taxi from the train station The Hague Centraal Station to the hotels in the city centre costs approximately EUR 10. The exact price and duration of the journey depending on hotel location and traffic. A taxi rank is located outside the train station. Rotterdam/the Hague Airport taxi costs will be approximately EUR 60 one way. Reservations can be made online: [www.rotterdam-airport-taxi.nl](http://www.rotterdam-airport-taxi.nl) or by phone +31 (0)10 – 2620406.

### Parking

Delegates should inquire their hotel about parking facilities. Public parking “Plein” is located near the congress venue. This parking is open 24/7 and the cost will be approx. EUR 30,00 per day. Address of the Plein parking: Plein 25, 2511 CS Den Haag.

## Registration

### @ Online

Each participant is kindly requested to register online at [www.parleu2016.nl](http://www.parleu2016.nl) by January 15, 2016.

### @ the event

Registration desks will be open at the hotels on Sunday February 7th from 12.00-21.00 hrs. Participants who will arrive later will be able to register at the conference venue on Monday February 8th from 08.00 hrs. Upon registration participants will receive their identity badge and the information package

There will be another procedure for delegates who will not stay in one of the recommended hotels:

- If they would like to join the social event on February 7th, they need to pick-up their badge at the registration desk in the hotel Novotel Den Haag City
- They can join the transfer from this hotel to the venue location v.v. or arrange their own transportation.
- Otherwise they can pick up their badge at the conference venue Hall of Knights

Colours of the lanyards attached to identify badges:

Red:	heads of delegations
Blue:	members of delegations
Green:	delegation staff
Yellow:	media/press
White:	COSAC secretariat
Orange:	organisation and volunteers
Blue / grey:	invitees
Grey:	observers
Purple:	interpreters

For security reasons, all participants are requested to wear their identification badge at all times during the event. If you lose your badge, please contact the host country information desk immediately.

## Interpretation

Simultaneous interpretation of the plenary debates will be provided in English and French. Delegations willing to bring their own interpreters for this event are kindly requested to inform the organisers about the need for additional booths in advance but no later than by **January 11, 2016**.

## Information

All information about the event is available at [www.parleu2016.nl](http://www.parleu2016.nl). During the event the Host Country Information desk will be located at the conference venue.

The Host Country Information desk will provide:

- taxi & hotel information
- badges
- any additional information

### Catering

Lunch will be served at the conference venue. In addition to the coffee break; coffee, tea and water will be available throughout the event near the meeting room.

Vegetarians, vegans and persons with allergies are kindly requested to inform the organisers in advance by indicating the relevant information on the registration form.

### Currency

Please note that the official currency in The Netherlands is the euro (EUR).

### Climate

February is, on average, one of the coldest months of the year. The average maximum temperature is 6 degrees Celsius, while the temperature falls to an average of 0 degrees overnight. Weather forecasts and other information about the climate in The Netherlands are available at the link; <https://www.knmi.nl/over-het-knmi/about>

### Internet/WIFI

WIFI is available at the conference venue. The access code will be provided at the conference venue.

### Smoking

In the Netherlands smoking is prohibited in offices, restaurants, cafés, public transport and other public premises. There will be a dedicated smoking area at the conference venue.

### Embassies

For information on embassies located in The Netherlands, please visit <http://embassy.goabroad.com/embassies-in/netherlands>

### Contact information

For more information, please contact: [registration@parleu2016.nl](mailto:registration@parleu2016.nl) or phone: +31 70 3182392.